



U.S. Department of Justice
Office of the Deputy Attorney General

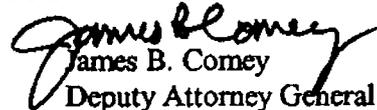
The Deputy Attorney General

Washington, D.C. 20530

July 21, 2005

MEMORANDUM FOR HEADS OF DEPARTMENT COMPONENTS

FROM:


James B. Comey
Deputy Attorney General

SUBJECT:

Updating Procedures for Component Participation in
Interagency Process Concerning National Security Matters

I. INTRODUCTION

In April 2002, Deputy Attorney General Thompson issued a memorandum creating a system of notification and coordination for component participation in Policy Coordination Committees (PCCs) and related subordinate working groups created by National Security Presidential Directive-1 (NSPD-1) and Homeland Security Presidential Directive-1 (HSPD-1) (attached). Since that time, Department of Justice participation in these PCCs and related subordinate working groups has continued to increase. The purpose of this memorandum is to reiterate the importance of the requirements outlined in the April 2002 memorandum and to enhance our coordination efforts through new reporting requirements.

II. DESIGNATION OF POINT OF CONTACT

Each component should already have reported to the Office of the Deputy Attorney General (ODAG), a single point of contact (POC) designated to manage that component's involvement in the national security interagency process. This individual is responsible for the collection of information regarding participation by individuals from your component in any and all PCCs and related subordinate working groups. If there is a change in your POC, please notify ODAG Senior Counsel James McAtamney by August 1, 2005. There will be a meeting of all component POCs in August to review the coordination process. Senior Counsel McAtamney

will contact the POCs directly with further information about this meeting. However, in advance of the meeting, all POCs should submit an updated chart of current PCCs or subordinate working groups in which your component is currently participating to Senior Counsel McAtamney.

III. SUMMARY OF APRIL 2002 MEMORANDUM REQUIREMENTS

Consistent with the April 2002 memorandum, it is essential that your component representative notify Senior Counsel McAtamney by e-mail in advance of all meetings of PCCs or subordinate working groups at which your component will be represented. The e-mail should specify: (a) the particular PCC or working group holding the meeting; (b) the date, time, and place of the meeting; (c) the subject matter of the meeting; (d) who is attending the meeting from your component; and (e) any positions proposed to be advanced on behalf of the Department by your component representative.

Any written materials prepared by your component for a PCC or subordinate working group meeting, or written materials produced by a PCC or subordinate working group should be transmitted for informational purposes to Senior Counsel McAtamney.

Any written materials prepared by your component for meetings of NSC or HSC Principals or Deputies meetings, or for Presidential events, should be provided in draft to ODAG sufficiently in advance of the due date to permit ODAG review of such materials. Materials are to be transmitted to the NSC, HSC, or the White House only by ODAG.

IV. NEW REPORTING REQUIREMENTS

By Friday of each week, component POCs should submit a report via e-mail to ODAG (Attn: James McAtamney and James Rybicki) summarizing each meeting held during that week. The short summary should include: (a) the particular PCC or working group holding the meeting; (b) the date, time, and place of the meeting; (c) the subject matter of the meeting; (d) major issues discussed; (e) any action items resulting from the meeting; and, (f) other pending or upcoming agenda items of the PCC.

Please also attach to that e-mail an updated chart of current PCCs or subordinate working groups in which your component is currently participating. In order to keep all components informed, ODAG will issue monthly summaries of the component reports.

V. CLASSIFICATION ISSUES

Please ensure that, when notifying ODAG of PCC meetings and submitting the weekly reports, you are submitting only UNCLASSIFIED information via the JCON e-mail system. Note that even the topics of some PCC or subordinate working group meetings may be classified, and DOJ representatives to such meetings should seek clarification of the classification of information from the chair. If there is a question about the classification level or it is necessary to submit classified information, please submit it to Senior Counsel McAtamney through the

appropriate channels or by classified e-mail on JCON-S or JCON-TS
(james.mcatarmey@usdoj.sgov.gov or jmcarmey@doj.ic.gov).

Thank you for your cooperation in ensuring greater coordination in component participation in the interagency process concerning national security matters.

Attachment